

Request for Re-purposed Computers for Schools

Program Description: The State of Indiana makes “surplus” computer hardware available to educational entities under IC 5-22-21-7.5. Completion of this application in its entirety will place applicants in a pool to receive surplus equipment as supplies become available.

Who can apply: Any school corporation as defined in IC 36-1-2-17 or a nonpublic school as defined in IC 20-10.1-1-3 before July 1, 2005, or IC 20-18-2-12 may apply for computers. If the computers are to be refurbished by another entity (such as a high school or career center preparing computers for an eligible elementary school), this form must be submitted only by the school where the computers ultimately will reside. Information regarding the agent who will refurbish the computers must be included with this form.

What is / is not Included: **Desktop** computers normally include keyboards, mice and power cord attachments. Laptops will only include the power adapters. Computers do not include the operating system or any applications software. Monitors are not available for repurposed computers. Schools are required to provide the necessary software and monitors to make the computers functional for educational use. Indiana State Surplus does not warranty the usability of the surplus equipment. Schools are also responsible for pick-up and all transportation costs of the hardware.

Schools may wish to contact Net Literacy (www.netliteracy.org), a not-for-profit organization, to help facilitate school's repurposing of computers. Schools seeking to receive XP licenses for donated computers at a cost of \$6.00 per license can contact Net Literacy at donkent@netliteracy.org. Net Literacy also provides schools other resources and programs, including slipstream CDs, service based learning projects, and Internet safety training materials.

Satisfying an Order: Orders will generally be filled by a prioritization of need as expressed in questions appearing in this application. Orders will be limited to 100 computers per order and after that order has been fully supplied, the school may re-apply for additional computers. Questions about the program or about the status of pending orders may be directed to bflake@idoa.in.gov

How must the computers be used: The equipment will be used for educational purposes only and may not be sold or donated to anyone. The school must take full accountability for ownership of this equipment through its life cycle use, including the proper disposal of the E-Waste materials. The computers may be loaned to students for use at home on educational projects only and must be returned to the school when the student is no longer enrolled or when the projects are completed.

Certification Requirements: Educational entities must certify their eligibility and must certify that they will comply with all environmental laws with respect to waste disposal once computers are no longer operable or required for school use:

I, (name) _____,
serving as (title) _____
of (applying school name) _____
in the school corporation of _____

certify that we are a school corporation as defined in IC 36-1-2-17 or a nonpublic school as defined in IC 20-10.1-1-3 before July 1, 2005, or IC 20-18-2-12. We accept full ownership and responsibility for all computer equipment donated by Indiana State Surplus. The equipment will be used for educational purposes only and will not be sold or donated to anyone. Further, if the equipment becomes unserviceable or damaged beyond repair and or is no longer required by this school, we will ensure it is disposed of in accordance with all local, state, and federal electronics waste (E-waste) laws. No hazardous material contained in the desktop/laptop computers and monitors will be placed in landfills, either in the United States or overseas. All such equipment containing hazardous material will be sent to an authorized E-waste recycle company for proper disposal.

(Signature of school authority)

Mail Completed Forms to:

**Indiana State Surplus, c/o Bob Flake
601 West McCarty St., Suite 100
Indianapolis, IN 46228**

Request for Re-purposed Computers for Schools

Applicant Information:

Application Date	
School Name	
Address	
City / Zip	
County	
School District	
Principal	
Principal's telephone number	
Principal's email address	
Technology Coordinator	
Tech Coordinator's telephone number	
Tech Coordinator's email address	
Application prepared by / title	
Contact information for applicant preparer	

Refurbishing Agent Information (if other than the applying school):

School Name	
Relationship to the applying school	
Address	
City / Zip	
County	
School District	
Contact Name	
Contact's telephone number	
Contact's email address	

Number of computers requested by type:

Type of Computer Requested	
Desktop computer	
Laptop computer	
Number requested	
Desktop computer	
Laptop computer	
# of keyboards requested	
# of mice requested	

Please initial if you want desktop computers as a substitute if laptop computers are not available.

_____(Initials)

Request for Re-purposed Computers for Schools**School's Intended Use of Re-purposed Computers:**

Description of school's existing technology platform (e.g., student-to-computer ratio, number of labs, number of computers in COW arrangements, other pertinent information, etc.). Be very complete:

Request for Re-purposed Computers for Schools

Description of why you are adding these computers to your existing technology platform and how they will be used. Be very complete, this information will be used to prioritize shipments as they are received:

Indiana State Surplus Information Only:

Order Number _____

Date Received _____

Fulfillment Contact Information_____